

Iowa Lakes CC

Iowa Lakes CC EA

7/1/2004 6/30/2007

**A Collective Bargaining Agreement**

**between**

**Iowa Lakes Community College  
Education Association**

**and**

**Board of Trustees  
Iowa Lakes Community College**

**July 1, 2004 to June 30, 2007**

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## ***RECOGNITION***

### **A. Bargaining Unit Representative**

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for the following as certified by the Public Employment Relations Board, Case No. 408.

### **B. Included in Unit**

All full-time and regular part-time personnel\* who are contracted to engage in education work of a professional nature including instructors, librarians, counselors, and coordinators.

\* Regular part-time shall be defined as personnel employed by Iowa Lakes for more than one consecutive term, excluding the summer term.

### **C. Excluded from Unit**

Supervisory personnel including central administration, deans, director of computer center and all personnel on hourly wages and those excluded by Section 4 of the Act.

## ***PREAMBLE***

The Iowa Lakes Community College Board of Directors, hereinafter called the "Board," and the Iowa Lakes Community College Education Association, hereinafter called the "Association," enter into this master agreement in accordance with Chapter 20 of the Code of Iowa.

# **ARTICLE 1**

## ***Reduction in Staff***

### **A. Reduction Procedures**

When, at the discretion of the Board, a staff reduction is necessary, such reduction will be determined within the department, program area, or area of specialization within such program areas in the following order. Program continuity in all instances must be maintained.

1. Voluntary resignations
2. Retirement
3. Part-time employees within the program of discipline area where retrenchment occurs. Reduction of part-time employees will first be considered by the nature of his/her assignment(s). If the assignments are identical, then seniority shall be the determining factor in such reductions.
4. Employees with temporary or emergency certification unless needed to offer the course(s).
5. If the Board needs to reduce additional staff within the designated area(s), it will consider the following criteria on an overall basis:
  - a. Educational training
  - b. Work experience
  - c. Seniority
  - d. Satisfactory performance as determined by the evaluation system.

### **B. Notification of Reduction**

Employees to be reduced shall be notified on or before April 30.

### **C. Re-employment**

1. To be eligible for re-employment, the employee at the time of termination must notify the Human Resources Office in writing of his/her desire to be re-employed and provide an address. The employee will be required to notify the Personnel Office of any change of address.
2. An employee terminated under #5 above, shall be subject to re-employment to a position which the Board declares vacant in the area where the employee was teaching and is qualified.
3. The individual terminated shall have re-employment rights for up to eighteen (18) months from the effective date of termination.

4. An individual will be provided written notice of reemployment at his/her last listed address. The individual shall have ten (10) days from the mailing of the notice to notify the Human Resource Office, in writing, of his/her intention to accept the position. Failure to respond to such notice and/or failure to present oneself on the date of employment will terminate any rights of the individual under this agreement.
5. An employee who is re-employed under this procedure shall retain benefits and salary he/she had at the time of termination.

## **ARTICLE 2**

### ***Hours***

Full-time contracted and regular part-time employees will post on their office door or window a schedule to appraise students and supervisors of his/her schedule and location. The supervisor and the employee shall agree upon a schedule to post.

Regular part-time employees also have a proportionate amount of time scheduled in their offices for advising, recruiting, club activities, and other related activities.

## **ARTICLE 3**

### ***Evaluation and Assessment Procedures***

#### **A. Purpose**

The purpose of the evaluation procedure is the improvement of instruction and the learning environment.

#### **B. Evaluation**

1. General - Within four (4) weeks of the beginning of employment, each employee shall be acquainted with the evaluation procedures by their immediate supervisor. The supervisor shall familiarize the employee with various evaluation criteria, instruments, instructional improvement aids, and other instruction-related resources of the College.
2. Form - The formal evaluation form shall reflect functional differences of job descriptions through the educational structure and as approved by the Board of Directors, and may differ from department to department. The form shall indicate the employee's overall performance status and clearly indicate if that status is unsatisfactory.

3. Process - Each probationary employee shall be evaluated by their immediate supervisor not less than two (2) times per year. All other employees shall be evaluated by his/her immediate supervisor not less than one (1) time per year, but not more than once per term.

The completed copy of the formal evaluation form shall be shared and discussed with the employee at an evaluation conference, which includes the employee and the employee's immediate supervisor, and which shall be held within ten (10) working days of evaluation. The employee shall have the opportunity to answer any part of the evaluation within ten (10) working days of the evaluation conference.

4. Records - The evaluation form shall be signed and dated by both parties. The employee's signature indicates only awareness of its content. One copy of the form shall be given to the employee and one copy shall be included in the employee's personnel file to be kept in the Human Resources Office.
5. Accuracy of Evaluation - The parties agree that the evaluation procedure shall be administered in a manner consistent with this article to reflect in the evaluation record accurate information.

#### **C. Assessment**

If the above is deemed less than satisfactory, an assessment shall be made to rectify the unacceptable items either through written suggestions for ways to improve or a personal development in-service plan.

#### **D. Student Survey**

1. Probationary Personnel - A minimum of two courses shall be surveyed during each fall term and a minimum of one course shall be surveyed during the spring term.
2. Continuing Personnel - A minimum of one course shall be surveyed during the fall term each year.
3. The administration of student surveys may be done by a person other than the instructor being evaluated. Such persons might be the dean, a colleague, or designated office personnel who have been properly instructed in the administration procedures. (This process should reduce the possibility of bias entering into the student responses.)
4. The specific class(es) to be surveyed shall be determined jointly by the instructor and the respective dean. The final decision rests with the dean.

5. An instructor may voluntarily request that additional surveys be administered to his/her class(es). Instructors are encouraged to do this as often as possible to ensure adequate student feedback. Any surveys which are requested by the instructor shall not be made available to the instructor's dean unless the instructor so requests.
6. The respective dean may, within an evaluation year and two or more occasions indicating a problem in the classroom, request that additional surveys be administered to a designated instructor.
7. The results of any student surveys must be expeditiously distributed to the appropriate dean and instructor.
8. Student surveys should be conducted between the tenth and twelfth weeks of the term.
9. Student surveys may only be used to determine the need for follow-up by the immediate supervisor.

**E. Other Evaluative Material**

During the year, the employee shall be given a written copy of any evaluative material including summaries of student surveys to be placed in his/her personnel file, both positive and negative. The supervisor and employee shall meet to discuss the contents of such document. The supervisor shall suggest, in writing, methods of improving any deficiencies noted in the document. The employee shall be entitled to respond to such documents and have it placed in his/her evaluation file within ten (10) working days of its receipt.

**F. Examination of Evaluation Material**

An employee shall have the right to examine all evaluation material in his/her file which is maintained in the Human Resources office. This file must contain copies of all evaluative materials held on that employee.

**G. Grievance**

A non probationary employee shall have the right to grieve the accuracy of an unsatisfactory evaluation.



## **ARTICLE 4**

### ***Grievance Procedure***

#### **Definition**

1. Grievance - A grievance is defined as a claim by an employee or facilitator designated by the Association that there has been violation, misinterpretation, or misapplication of this agreement.
2. Grievant - A grievant is a person filing the grievance.
3. Employee - An employee is defined in the PERB certification instrument (Case No. 408).

#### **Purpose**

The purpose of this procedure is to secure, at the lowest possible management level, equitable solutions to problems affecting employees.

#### **Procedure**

Step 1 - Within ten (10) working days following an alleged violation of the master agreement, the grievant shall orally present the grievance to his/her immediate supervisor during the regular work day. In an effort to resolve the matter, the supervisor and employee shall discuss the concern and attempt to resolve the matter informally for a maximum of ten (10) working days.

Step 2 - If the grievance cannot be resolved in Step 1, the grievant may within five (5) working days following the completion of Step 1, file a written grievance report with the Executive Vice President. The grievance shall state in writing the facts giving rise to the grievance, the specific article and section of the agreement, the employee's contention with respect to these provisions, the specific relief sought, the date of the occurrence, and shall be signed by the grievant. The Executive Vice President shall respond in writing within five (5) working days.

Step 3 - If the grievant is not satisfied with the disposition in Step 2, he/she may within five (5) working days following the receipt of the answer of the Executive Vice President, file a copy of the grievance with the President. Within fifteen (15) working days, the President shall respond in writing to the grievant.

Step 4 - If the grievant is not satisfied with the disposition in Step 3, the authorized Association representative shall notify the Board within ten (10) working days after the answer in Step 3, that the grievance will be submitted to arbitration. Simultaneously, the Association shall notify the Iowa Public Employment Relations Board (PERB) requesting a list of arbitrators. Selection of the arbitrators shall be in accordance with the PERB procedures.

The arbitrator shall not amend, modify, nullify or add to the provisions of this agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him orally or in writing by the Board and Association. The decision must be based exclusively upon his/her interpretation of the application of the express relevant language of the agreement. The entire cost of the arbitrator's services shall be borne equally by the parties. Other expenses shall be paid by the party incurring same.

### **General Provisions**

1. The number of days indicated at each level should be considered as a maximum. Time limits specified may be extended only by mutual agreement.
2. Any meetings relative to this procedure shall be held outside normal class or assigned duty hours except under unusual circumstances.
3. An answered grievance not processed within time limits at any step of the procedure shall be considered resolved on the basis of the response given in the preceding step.
4. If the employer does not answer the grievance within the time limits, it shall automatically proceed to the next step.
5. A grievant, at his/her option, may elect to be assisted by the Association at any part of the grievance process.
6. All meetings and hearings under this procedure should be conducted privately and shall include the grievant, witnesses, and designated representatives.
7. Copies of the grievance report and written decisions shall be sent to the President of the Association and the President of Iowa Lakes Community College.
8. The Iowa Lakes Community College President and the Iowa Lakes Community College Education Association shall each appoint a representative who shall facilitate the communication process between administration and employees regarding contract provisions of the master agreement. The communication process shall not impair the right of an employee to file a grievance.
9. All documents and records dealing with the processing of a grievance shall be filed separately from the personnel file of a participant.

## ARTICLE 5

### *Safety*

#### A. Safety

1. The employer shall maintain a safe working environment. Unsafe working conditions shall be reported to the employer immediately when identified by the employee.
2. Employees may not be employed under unsafe conditions. Unsafe shall mean danger to health.
3. No employee shall be required to search for a bomb.

#### B. Assault

The Board shall reimburse an employee for the reasonable cost of any clothing or other personal property lost, damaged, or destroyed as the result of an assault upon an employee while performing his/her assigned duties on college property or while engaged in the supervision of official college activities.

The employee assaulted shall, with his/her supervisor, report to the Executive Vice President immediately.

## ARTICLE 6

### *Leaves and Benefits*

#### A. Sick Leave

Sick leave for the personal illness or injury of an employee after effective date of the contract or having reported for duty shall be credited annually on the following basis:

	170 days	Extended
First year of employment	12 days	14 days
Second year of employment	13 days	15 days
Third year of employment	14 days	16 days
Fourth year of employment	15 days	17 days
Fifth year of employment	16 days	18 days
Sixth year and subsequent years of employment	17 days	19 days

The above amounts shall apply only to consecutive years of employment at Iowa Lakes Community College and unused portions shall be cumulative to a total of ninety-five (95) days.

Employees may notify supervisor by September 15 and receive the report of sick days which have been accumulated. An employee who is terminating the contract shall not be reimbursed for unused sick leave.

If the Executive Vice President requests, the employee shall submit evidence confirming the reason for absence. When such request is made, the employee shall be reimbursed up to, but not to exceed fifty dollars (\$50).

**B. Family Sick Leave**

An employee shall be granted up to five (5) days per year out of his/her sick leave accumulation to attend to a serious illness or incapacitating injury to a spouse, dependent child, parent, sibling, mother-in-law and/or father-in-law.

**C. Bereavement Leave**

In the case of death in the immediate family, an employee shall be granted up to five (5) days of absence annually with full pay. Such leave shall not be charged against sick leave nor shall it be cumulative. Immediate family shall be interpreted as spouse, child, parent, brother, sister, parents-in-law, grandparents, grandchild, brother-in-law, sister-in-law, and any other members of the immediate household. One day of the five (5) days specified above may be granted to attend the funeral of any individual not defined above upon the approval of the President.

**D. Personal (Emergency) Leave**

In the case of personal emergency or personal business leave which cannot be taken care of outside the regular work day, an employee shall have up to three (3) days (non-cumulative) to handle such events. Except in cases of emergency, requests for such leave must be made to the supervisor at least seven (7) working days in advance of the absence to assure the effective operation of the program or service is not jeopardized. Requests for such a leave in conjunction with holidays will not be considered. The employee requesting and receiving such a leave shall make satisfactory arrangements with his/her supervisor for adequate coverage.

**E. Jury Duty**

Employees may be excused by the President for jury duty with the stipulation that the difference between their regular pay and the remuneration for such duty will be paid to them by Iowa Lakes Community College for the period of time served.

#### **F. Professional Leave**

Attendance at educational meetings, seminars or other professional growth activities is permitted with full salary if such activity is approved by the President prior to attending or participating in the activity. Requests for such leave shall be timely filed.

Expenses incurred for such professional leaves should be reimbursed by the College if the employee completes the necessary travel expense forms and submits required receipts.

#### **G. Professional Extended Leave**

An employee with seven (7) or more years of continuous service at the College may apply for a leave of absence without pay for a period to attend an accredited college or attain job related work experience. Approval for such leave is at the discretion of the President and Board of Directors.

To be considered for extended professional leave, an employee of the institution must make written application to the President by February 1. An employee on leave must notify the President in writing of his/her plan to return to the institution the following year by the first day of February, or the position will be declared vacant.

#### **H. Military Leave**

Provisions for the granting of military leave shall be in accordance with Selective Service Act and the Code of Iowa.

#### **I. Association Leave**

Up to four (4) days of paid leave shall be available for representatives of the Association to attend local or state conventions. The Association shall notify the President or his/her designee of its intent to use this leave, ten (10) work days in advance of the first leave day.

#### **J. Other Leaves**

Employees may be granted other leaves of absence, with or without pay, upon approval of the President. Decisions rendered by the President and concerning such leaves shall not be grievable by the Unit or any employee of the College.

## **K. Tuition Reimbursement**

Employees subject to this agreement may take credit and non-credit courses from Iowa Lakes Community College as indicated in the Employee Handbook and attached to the master contract. Spouses and dependents of employees subject to this agreement will receive a 75% tuition reimbursement for Iowa Lakes' college credit classes in which a passing grade is received. eCollege and Ed to Go classes will be reimbursed at 50% for employees and eligible dependents. Appropriate guidelines, definitions and procedures have been developed as listed in the employee handbook, attached to the master contract and on the back of the dependent tuition waiver form.

## **ARTICLE 7** ***Dues Deduction***

### **A. Authorization**

Upon written authorization on a form supplied by the Board and said form agreed upon by Iowa Lakes Community College Education Association, an employee may request the Board to deduct Association membership dues from his/her monthly salary. Such authorization shall continue in effect from year to year unless revoked in writing by a thirty (30) day notice to the Business Office.

An employee may elect to have dues deducted for the remainder of his/her contract by notifying the Business Office and submitting the authorization form no later than January 5.

### **B. Deduction**

The Board shall deduct the amount authorized in equal installments beginning with the month the authorization form is received and ending when the total amount due is paid in full during that fiscal year as specified by the association member. Such amounts shall be remitted monthly to the designated representatives.

### **C. Indemnification**

The Association shall indemnify and hold the College harmless against any and all claims, demands, lawsuits, or other forms of liability which may arise out of or by reason of action taken by the College in making payroll deductions as herein provided.

## ARTICLE 8

### *Salary*

#### A. Salary, 2004-2005

Each full-time employee employed in 2003-2004 shall have 2% added to his/her 2003-2004 base salary plus \$813.07. The result shall be the annual increase which will be added to his/her 2003-2004 base salary to arrive at his 2004-2005 salary.

#### A. 1. Salary 2005-2006

Each full-time employee employed in 2004-2005 shall have his/her 2004-2005 total package increased by 4.75%. The result shall be the total salary/benefit increase which will be added to his/her 2004-2005 total salary/benefit package to arrive at his/her 2005-2006 salary/benefit package. (Resulting salary shall be split 50% as a percentage and 50% as a flat rate.)

#### A.2. Salary 2006-2007

Each full-time employee employed in 2005-2006 shall have his/her 2005-2006 total package increased by 4.75%. The result shall be the total salary/benefit increase which will be added to his/her 2005-2006 total salary/benefit package to arrive at his/her 2006-2007 salary/benefit package. (Resulting salary shall be split 50% as a percentage and 50% as a flat rate.)

#### B. Starting Salary

The new employee and the College have the right to negotiate the starting salary. As part of the hiring process, the employee will sign a statement to this effect.

#### C. Educational Advancement

A full-time employee shall receive the following amounts added to his/her salary upon satisfactory completion of the number of appropriate graduate semester hours.

Start	Completes	
BA	16 Semester Hours	\$550
BA + 16	8 Semester Hours	\$550
BA + 24	Masters Degree	\$550
Masters Degree	8 Semesters	\$550
Masters Degree + 8	8 Semesters	\$550
Masters Degree + 16	8 Semester Hours	\$550
Masters Degree + 24	8 Semester Hours	\$550
Masters Degree + 32	8 Semester Hours	\$550

The Course Approval Procedure form shall be used by an employee who anticipates taking college transfer courses for which he/she would desire to apply toward salary increase. This will entail:

1. Obtaining prior approval from the supervisor and appropriate Dean prior to registering for the course.
2. Course Approval Forms outline specific information which the employee shall complete after the course is completed and such material must be submitted prior to September 1 if salary adjustment is to be made for that academic year.

#### **D. Summer and Overload Pay**

Any employee who taught during the 1994-95 summer on the per diem basis shall be paid at his/her 1994-95 credit hourly rate for teaching summer courses in the future. All other employees, hired after July 1, 1992, performing such teaching duties in the summer shall receive five hundred and fifty (\$550) dollars per credit hour. Classes taught that are determined to be overloads are to be compensated at a rate of five hundred and twenty-five (\$525) dollars per credit hour.

#### **E. Method of Payment**

Each employee shall be paid in either nine or twelve equal installments, depending upon the length of his/her contract, on the 30th of each month. Employees on less than twelve (12) month contracts must indicate the election as to the number of installments at the beginning of each new school year. When a pay date falls on a non-working day, employees shall receive their paycheck on the last previous working day unless technical problems prevent the same.

Summer paychecks will be distributed according to the request of the employee as directed to his/her immediate supervisor.

#### **F. T.V. and ICN Teaching**

Instructors who, as a requirement of their continuing contract, teach on the television and ICN system shall be additionally compensated as follows:

1. One hundred fifty dollars (\$150) for each college credit course taught on the system, and



2. Four dollars (\$4) for each student enrolled by the official registration date per term for the first TV or ICN class taught by the instructor. Each additional TV or ICN class taught by the instructor will increase the per student dollar amount as follows:

First TV or ICN Class - \$4.00 per student  
Second TV or ICN Class - \$5.00 per student  
Third TV or ICN Class - \$6.00 per student  
Fourth TV or ICN Class - \$7.00 per student  
Fifth TV or ICN Class - \$8.00 per student

The chronological order of the classes will be determined by the time of day in which they are taught with the class conducted earliest in the day being considered the first class.

This payment is not intended to include instructors of the College who teach T.V. and ICN classes as part of a supplemental agreement.

#### **G. Mentor Pay**

Instructors who voluntarily serve as mentors for new instructors shall be compensated the equivalent of one credit hour each semester they serve in that capacity.

## **ARTICLE 9**

### ***Supplemental Pay***

#### **A. Extracurricular Activities**

Employee participation in extracurricular activities which extend beyond the regularly scheduled work day shall be compensated according to the rates of pay in Appendix A, which is attached and incorporated.

#### **B. Travel Expenses**

Employees who are authorized to use their personal automobiles in the performance of assigned duties shall be paid at the rate of thirty-one (31) cents per mile during fiscal year 2005 and thirty-two cents (32) cents per mile beginning July 1, 2005.. No mileage shall be paid for commuting to and from work.

An employee away from home on assigned duties who has traveled to a point of 100 miles or more in distance from the institution where he/she performs his/her principal duties and returns home at 10 p.m. or thereafter in the normal course of his/her trip, shall be reimbursed the reasonable cost of an evening meal. Such requests shall be accompanied by receipts.

## **ARTICLE 10**

### ***Insurance***

#### **A. Health and Medical**

A comprehensive \$150/\$300 deductible insurance program shall be available for full-time and regular part-time contracted employee and their families. The program shall include benefits as stated in the policy and an annual physical exam for each employee and spouse with cost not to exceed \$150 per person.

#### **B. Dental**

A stand alone dental program shall be available for the full-time and regular part-time contracted employee and his/her family. The program shall include benefits as stated in the policy.

#### **C. Health and Dental Payment**

The insurance premiums for the health and major medical and dental insurance shall be paid by the Board of Directors as follows:

1. The Board shall pay the full premium for full-time employees and regular part-time employees who are contracted to work 80 percent or more of a full load.
2. For regular part-time employees the Board shall pay the fraction of the premium equal to the fraction their load is of the normal load for full-time personnel.

#### **D. Disability**

Each full-time and regular part-time contracted employee shall be covered by a long-term disability insurance program. Disability programs shall be based on 60 percent of employee's salary up to a \$8,500 per month maximum. There will be a 60-day waiting period. The Board shall pay the premium for such policy.

#### **E. Term Life**

Each full-time and regular part-time contracted employee shall be provided a term life insurance program, at one time the employee's salary rounded to the next higher thousand dollars. The Board shall pay the premium for such policy.

#### **F. Optional Term Life Insurance**

Additional life insurance may be purchased by the employee for himself/herself or his/her spouse at the option of the carrier.

#### **G. Continuation**

An employee on an approved unpaid leave of absence or layoff shall have the right to continue the group health/dental insurance at his/her own expense and approval of the carrier for one year.

An employee who is absent because of illness or injury longer than 30 calendar days or after having exhausted sick leave, whichever is later, shall have the right to continue group insurance benefits at his/her own expense subject to the terms and conditions of the policy.

On the date which the employee has been accepted by the insurance vendor for the long-term disability insurance program, any or all salary payments from the College shall cease.

Employees who become eligible for disability insurance as defined in Article 10, Section D will no longer be considered an employee after 14 months of disability. At that time the Board may eliminate the position or hire a replacement.

#### **H. Liability Coverage**

Employees shall be covered by liability insurance while in the performance of assigned duties.

#### **I. Initiation of Coverage**

Employees shall be covered by the above insurance programs the first day of the month following the month of employment subject to the approval of the carrier.

#### **J. Description of Benefits**

Employees will be furnished booklets outlining the benefits when received from the insurance carrier.

### **ARTICLE 11**

#### ***Faculty Development***

The Professional Employee Standards Committee shall have involvement in the development of fall and spring semester faculty in-service activities beginning with the 2005-06 academic year.

### **ARTICLE 12**

#### ***Duration and Signature***

#### **A. Duration**

This contract shall become effective July 1, 2004, and continue in effect until June 30, 2007.

**B. Void or Illegal Clause**

In the event that any provisions of this agreement shall become void or illegal during the term of this agreement, such provisions shall become inoperative but all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

**C. Signature**

In witness thereof:

For the  
IOWA LAKES COMMUNITY COLLEGE  
EDUCATION ASSOCIATION

For the  
BOARD OF DIRECTORS  
IOWA LAKES COMMUNITY COLLEGE

Renée B. Gedlicker  
President

Jack T. Elman  
President

8/9/2004  
Date

7-20-04  
Date

Anne M. Peterson  
Negotiator

Valerie Newhouse  
Executive Vice President

7-20-04  
Date

7-20-04  
Date

**APPENDIX A**  
***Extracurricular Assignment Pay***  
Clubs - Athletics - Organizations

Program/Club

Accounting/Business/Secretarial Club/NAC .....	\$475.00
Ag. Club (CASE).....	\$475.00
Ag. Marketing Club .....	\$475.00
Art Club .....	\$475.00
Astronomy Club.....	\$475.00
Auto Technology Club .....	\$475.00
Aviation Club.....	\$475.00
Broadcast Media Club .....	\$475.00
Business Professionals Club (Estherville) .....	\$475.00
Business Professionals Club (Emmetsburg) .....	\$475.00
Business Professionals Club (Spencer) .....	\$475.00
CADD Club .....	\$475.00
Chemistry/Pharmacy Club .....	\$475.00
Chess Club .....	\$475.00
Child Care Club .....	\$475.00
Circle K Club .....	\$475.00
Conservation Club .....	\$475.00
Criminal Justice Club.....	\$475.00

Data Processing Club.....	\$475.00
DECA.....	\$475.00
Farm Management Club .....	\$475.00
Graphic Arts Club.....	\$475.00
Health Care Club .....	\$475.00
Horticulture Club .....	\$475.00
HOSA Club.....	\$475.00
Hotel/Motel Club .....	\$475.00
Laker Life (Estherville).....	\$475.00
Laker Life (Emmetsburg) .....	\$475.00
Law Club.....	\$475.00
Nursing Club – ADN .....	\$475.00
Nursing Club – LPN .....	\$475.00
Photo Club .....	\$475.00
Recreation Club .....	\$475.00
Rehabilitation Club.....	\$475.00
Rodeo Club .....	\$475.00
Science Club .....	\$475.00
Ski Club .....	\$475.00
Travel Tourism Club.....	\$475.00
VICA.....	\$475.00
Weightlifting Club .....	\$625.00

## **Other**

Art Shows .....	\$615.00
Intramurals .....	\$675/site
Las Vegas Follies – Instrumental.....	\$510.00
Las Vegas Follies – Vocal.....	\$510.00
Music Activity – Instrumental.....	\$1,826.00
Music Activity – Vocal.....	\$1,826.00
Presidential Scholarship Program .....	\$829.00
Presidential Scholarship Program – Assistant .....	\$450.00
Presidential Scholarship Program – Vocational .....	\$829.00
Speech Coach .....	\$775.00

## Tuition Paid Courses

Full-time employees of Iowa Lakes may enroll for credit or non-credit courses and Part-time employees may enroll for credit courses of the College at no cost with the exception of eCollege and Ed to Go courses which will be reimbursed at 50%, according to the following guidelines:

1. Eligibility: Regular part-time employees employed for five or more years by Iowa Lakes and all full-time employees regardless of length of employment.
2. No more than 6 credit hours or 60 contact hours for full-time employees and no more than 3 credit hours for part-time employees, may be taken per semester or summer term.
3. Only Tuition is paid by Iowa Lakes. **Any books, fees or other charges are the responsibility of the employee or the supervisor may approve payment for work related training.**
4. If credit courses are not satisfactorily completed with a passing grade, the employee will be responsible to reimburse the College for the tuition expenses.
5. Continuing Education classes for full-time employees only also fall under the guidelines. However, only basic tuition costs will be paid. Any books, materials or extraordinary costs included in tuition are the responsibility of the employee.\*
6. Classes taken by employees during normal work hours are only allowed at the supervisors discretion and are not included as paid time, unless the class is taken at the supervisors request or direction.
7. Employees wishing to register for classes must complete the Employee Request for Tuition Waiver form and have it **approved prior to the beginning of the class.**
8. When registering for the class(es), a complete and signed copy of this form must be attached to the Registration and the balance of charges due must be paid.

### Employee Request for Tuition Waiver

Name: \_\_\_\_\_ SS# \_\_\_\_\_ Date: \_\_\_\_\_

Credit Course(s) & Section #	Credits	Term	Tuition	Time of Day
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Continuing Ed Course Name and #	Term	Tuition	Time of Day
_____	_____	_____	_____
_____	_____	_____	_____

Other Costs**	Fees	Books/Mat.	Other	Account #
_____	_____	_____	_____	_____

\*Please call Continuing Ed. for a breakdown of fees and materials if necessary.

\*\*Complete this section if other costs are to be paid by the College and charged to an account.

\_\_\_\_ Approved

\_\_\_\_ Not Approved

\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date

.....  
Account # 198507006263

\_\_\_\_ Recorded and Approved

\_\_\_\_ Amount Approved to be paid

\_\_\_\_ Human Resources \_\_\_\_\_ Date



**Iowa Lakes Community College**  
**Spouse/Dependent Child Tuition Credit**

1. Submit the top portion of this form before the start of the term to the Human Resources Office.  
**ATTACH A COPY OF THE COLLEGE REGISTRATION FORM.** Once approved by the Human Resources Office, a copy will be returned to you, which you must retain until the end of the term to confirm credit for the course(s).
2. Submit the bottom portion of this form to the Human Resources Office after grades have been submitted but no later than 30 days after the last day of classes for the term. Attach a copy of grades received for that term.

As provided in the Spouse and Dependent Children Tuition Credit Administrative Procedures of Iowa Lakes, I request to be enrolled in the course(s) shown on the attached registration form and to be credited accordingly. I understand that I must receive passing grades and that I am subject to other terms of the procedure.

Student Name \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ DOB \_\_\_\_\_

Employee's Name \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester/Term \_\_\_\_\_ Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

\_\_\_\_\_ Summer 20 \_\_\_\_\_ 1<sup>st</sup> Term \_\_\_\_\_ 2<sup>nd</sup> Term

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Amount Approved for Third Party Award (see reverse for guidelines) \_\_\_\_\_

Reason for nonapproval \_\_\_\_\_

\* \* \* \* \* **Do Not Separate** \* \* \* \* \*

I certify that I have satisfactorily completed the above credit course(s) and request that I be reimbursed in accordance with the College's procedure. A copy of my grades is attached.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount of tuition to be reimbursed \_\_\_\_\_

Copy – Student

Copy – Financial Aid

# ***Iowa Lakes Community College Spouse/Dependent Child Tuition Credit***

## **Administrative Procedures**

Spouses and Dependent Children of full-time employees of Iowa Lakes Community College shall be eligible to receive up to 75% tuition credit for Iowa Lakes credit courses for which a passing grade is received. eCollege and Ed to Go classes will be reimbursed at up to 50% for eligible dependents. \* An eligible dependent child can be a natural child, a legally adopted child, or a stepchild who meet certain requirements including that the applicant is listed as a dependent for tax purposes, is not, or has not been married and is under 26 years of age.\*\*

- 1) Employee's spouses and dependent children who enroll in Iowa Lakes credit courses must make their tuition credit request on a form available in the Human Resources Office. The original request must be submitted before each term starts. The bottom portion of the request must be submitted after grades have been issued (but no later than 30 days after the term end).
- 2) After the request has been submitted to the Human Resources Office and approved, the Financial Aid Office will be notified to issue a "third party" award up to 75% of the tuition cost. Credit will be applied to the account and may be adjusted for non-compliance of requirements. Failure to receive a passing grade in any course will negate any award given for that particular course.
- 3) Filing a FASFA to determine eligibility for Federal Financial Aid is required. If financial aid is received, the college may award tuition reimbursement less than 75%. Financial Aid plus tuition reimbursement can be used to cover 100% of all charges for the semester. If financial aid covers all charges for the semester, there will be no tuition reimbursement allowed. Charges for the semester could include tuition, fees, books, housing, and meal plan. As an example, if a student received a Presidential Scholarship or Pell Grant, the tuition reimbursement would be awarded up to the balance due for all charges, not to exceed 75% tuition. No actual cash refund would be made to the student for excess reimbursement.
- 4) Payment of all books, fees and remaining tuition is the responsibility of the employees and is in accordance with other payment policies of the College. No reimbursement will be made for books, fees, supplies, unless financial aid is applied to the account.
- 5) Tuition reimbursement will not cover Postsecondary Enrollment Options Act.
- 6) In order for a spouse or dependent child to receive reimbursement, the employee must be employed by the College for the duration of the course (s).
- 7) Spouses and dependent children enrolling under this policy are expected to register and attend classes the same manner as any other student and to comply with the same rules, prerequisites, etc., as other students.
- 8) Interpretation and administration of this procedure shall be at the discretion of the President of the College or his/her designee, except that the terms and conditions of a collectively bargained master agreement, if any, shall prevail when appropriate.

\*See collective bargaining agreement for eligibility.

\*\* The definition of eligible dependent child is the same as is used for eligibility for Iowa Lakes' health insurance.